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19 MAR 1963

MEMORANDUM FOR: Mr. Warner

SUBJECT: Procedures for Procurement of
Congressional Hearings

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[Redacted]

2. I have reviewed our internal office procedures and our arrangements with the Library. They indicate the following:

a. The Agency has a standing order with the Government Printing Office to receive 30 copies of every publication (excluding Committee Prints) which are printed by the House and Senate Armed Services Committees. The Office of General Counsel is on distribution for three copies. (Unfortunately, although this arrangement was established with the commencement of the 88th Congress, through an error on the part of the Library staff, the order was never placed with GPO for House Armed Services publications. Needless to say, this has been corrected.)

b. We have had for several weeks, an arrangement whereby [Redacted] gives me a copy of the Daily Digest of the Congressional Record which I review for any items of interest to the Agency (including hearings).

c. We have established a tickler system so that once an item comes to our attention in the Congressional Record or otherwise, we notify the Library of our interest. (Such as the Jackson Subcommittee's report on the Soviet Union and Communist China.)

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3. While most of the above arrangements should be "automatic" the human element cannot be overlooked. Therefore, I make the recommendation, which I have made for the past four years, that we define certain specific areas of responsibility among the members of the professional and the clerical staff of the office. If you have a question with respect to a bill, a report, a hearing, a request for Agency views, etc., you should be able to go to the one individual who is responsible for that particular subject to obtain the answer. That individual would know that this is his responsibility (such as in the case of Personnel letters and FBIS items). As I have indicated before, I also feel that this system should be applied to each and every congressional hearing and that the individual responsible for that hearing be responsible not only for setting it up but for follow-up action and final clean-up of the file.

4. While flexibility is essential in certain areas, I believe the office could function much more efficiently if these areas of responsibility were defined. Under the present arrangement, all of us may be worrying about something that may not be getting the individual attention of any of us.



Assistant Legislative Counsel

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THE WHITE HOUSE
WASHINGTON

February 13, 1963

MEMORANDUM FOR:

Mr. Fred Dutton
Department of State

Mr. David E. McGiffert
Department of Defense

Mr. Walter Elder
Central Intelligence Agency

SUBJECT: Congressional Testimony

We are trying for the time being to keep ourselves informed of appearances by Administration witnesses before various committees of Congress where questions on Cuba may come up.

Would you be good enough to let my office know when such testimony is scheduled, the name of the witness, the name of the committee, and insofar as it is available, the subject expected to be covered.

all
Michael V. Forrestal